Comprehensive School Safety Plan

HighTech LA Charter High School
Los Angeles Unified School District

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A meeting for public input was held on February 19, 2020 at HighTech LA

Plan Adopted by School Site Council February 19, 2020

Reviewed by Law Enforcement on February 20, 2020

Plan approved by Board  February 28, 2020

Committee members

Mathew McClanahan, Principal
Kathy Goodman, Teacher
Lysandra Aguirre, Parent of a current student
Gabby Flores, Classified Representative
Officer Kyle Zuch, LASPD
Jordan Ullman, Student

This document is available for public inspection at HighTech LA and on website at www.ht-la.org
School Site Mission
HighTech LA is a premier provider of integrated, educational programs and services, from birth to adulthood, in a richly diverse and multicultural global environment.

HighTech LA uses a variety of service delivery systems to eliminate the educational barriers associated with poverty and racial divisiveness in education, enabling students to exceed state and national standards. These services include universal, quality, early childhood education, effective data driven programs for all students, and state of the art technical assistance.

HighTech LA organizes its infrastructure to provide leadership in creating unique, nationally recognized models in education, including models for innovative staff development and training. HighTech LA earns the public's confidence by: making the school the hub of the community, making the most efficient use of financial resources, bridging the "digital divide" in technology access and content, and developing collaborative partnerships for students, parents, and community. HighTech LA embraces a culture of diversity that promotes an inclusive, prosperous learning and workplace environment.
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Assessment of the Current Status of School Crime

High Tech LA is a small, independent charter high school with 375 students in grades 9-12 located on the campus of Birmingham Community Charter High School in Van Nuys, CA. HTLA opened in September, 2004 as an Affiliated Charter within the Los Angeles Unified School District and obtained its Charter renewal as an independent Charter school in 2008. The charter was renewed again in 2013 for a five year term. HighTech LA’s Charter was renewed once again in 2018. The focus of the school is preparation for college.

HighTech LA has had an attendance rate greater than 94% since opening and currently has a 97% attendance rate. The school had a 91% graduation rate in 2019. To date in 2019-20 the school has had five suspensions and no expulsions, which is slight reduction from prior years. The school has implemented alternative to suspensions to reduce suspension rates. Referrals to are made to the school counselor. There has been no property damage caused by students and the school enjoys a graffiti free, well maintained campus.

To maintain our high level of school safety, the school has developed a strong Advisory program to build a “culture of caring” which focuses on emotional safety on and off campus. A lot of work has been done to address safety on campus. The principal has attended workshops on school safety and conducted follow up staff inservices. LA School Police have presented workshops on “Active Shooter” and “Shelter in Place” for environmental hazards. Monthly fire drills are conducted as well as two Earthquake drills and several lockdown drills. The school has participated in Harvard University’s Making Caring Common to assess student, parent, and staff feeling on school climate and from there, develop strategies to address the identified issues. A Making Caring Common committee has been formed to analyze the data and address areas of concern. The committee is made up of the school counselor, teachers and students.

HighTech LA maintains food, water, first aid, and sanitary provisions for 400 people for three days in case of a natural disaster such as an earthquake. The school also maintains a close relationship with the Los Angeles Police and Fire Departments and the Los Angeles Unified School District School Police. The school also has access to the school police officer in residence at Birmingham Community Charter High School.
Child Abuse Reporting Procedures

HighTech LA’s policy regarding Child Abuse reporting procedures is compliant with EC 44691, and all staff were trained on reporting procedures via SafeSchool Training and the reporting procedures are in the HTLA Employee Handbook. For specific details, refer to the HighTech LA Employee Handbook.

From the Employee Handbook:

**Child Abuse and Neglect Reporting Procedures**

The employee making the initial determination of possible child abuse is ultimately responsible for reporting or ensuring that a report is made. All cases of suspected child abuse and neglect must be reported immediately by the person discovering or being informed of alleged child abuse/neglect.

The employee must complete a Suspected Child Abuse Report (SS 8572) prior to placing the telephone report (available in the Main Office) or the employee may report the incident to the Principal.

For physical or sexual abuse and/or life-threatening/endangering abuse, call the report in immediately to the L.A. Police Department, Abused Child Unit, at 213-485-4700. For neglect or emotional issues, call the Department of Children and Family Services (DCFS) immediately, at 800-540-4000. Document the date and time the call is made. Include the contact person’s name, title or position, badge number and response/directive or contact person.

Distribution of Child Abuse Report, Form SS 8572. The employee reporting any such abuse is required to retain the yellow copy of this form off-site. Send in forms to the appropriate agency within 36 hours. The original and all copies (except yellow) are to be sent to the agency where the incident is reported.

Los Angeles Police Department OR Department of Children and Family Services (DCFS)
Child Abuse Unit
150 N. Los Angeles St., Room 140
Los Angeles, CA 90012

3075 Wilshire Blvd., 5th Floor
Los Angeles, CA 90010

Los Angeles, CA 90012
Disaster Response Procedures

HighTech LA maintains the following procedures for specific disasters and conducts drills on each of them.

**FIRE:**
- If you see smoke in the building or on the property, pull the fire alarm and exit the building and report to the evacuation area (lawn in the NW Victory Parking Lot)
- If you hear the fire alarm, exit the building and report to the evacuation area
- (Maps in Ingress/Egress section)

**EARTHQUAKE:**
- When you feel movement – shaking, rolling, etc. – or an adult gives the instruction, “DROP!”, immediately position yourself under a desk or table and hold on
- If you are in the Great Room and no desk or table is nearby, drop to the ground next to the wall and cover the back of your neck. Face the wall
- Do not talk. Doing so will prevent others from hearing important instructions
- Wait until you are instructed by an adult to evacuate or the shaking stops and evacuate the building according to the evacuation map
- Assemble on the lawn in the NW Victory parking lot

**LOCK DOWN:**
- When there is a gunman or intruder in the building, Shots have been fire, A hostage situation
- Teachers close classroom doors and lock them
- Classes in the open areas move as follows: Great Room move to Room 8, Commons to Room 4
- Teachers take attendance and note who is absent and make a list of the names of students/adults that have entered the room
- Students and adults who are not in a room are to go to the nearest room, enter, and follow the directions of the adult in that room.
  - Have students sit on the floor, away from windows
  - **Active Shooter (Hide-Fight-Flee)**
    - the administrator feels that it is safe to relocate students and staff and that doing so will not place students or staff in the path of the gunman, the administrator will announce "Rapid Relocation" on the loud speaker
    - If a teacher feels that there is an imminent danger, and the teacher feels that RAPID RELOCATION does not place the students in the path of the gunman, the teacher may initiate rapid relocation without being directed to do so by the administrator.
    - Go to a safe place

**STAY PUT**
- When there is a power outage, bomb threat, missing student, or medical emergency
- Everyone stays where they are
  - Students in bathroom and hallways: report to nearest classroom.
• Great Room and Commons: stay as is.
• Travel between Bungalows and main building: None
• Available adults: report to the main office
• Lock Doors: No students leave the classroom

SHELTER IN PLACE
• When there is a incident in nearby community, incident within Lake Balboa Educational Complex
• Stay inside in the building. All doors to the outside are closed and locked.
• Classes in the Great Room and Commons: stay as is
  • Travel between Bungalows and main building: TBD
Lock-Down Procedures Checklist For Teachers/Classroom Aides

1. Immediate recognition.
   • Emergency Signals:
     • Fire
     • Earthquake
     • Lock Down
     • Stay Put
     • Shelter in Place

2. Immediate action.
   • Lock Down- This command is only used when there:
     a. Is a gunman in the school
     b. Are shots fired
     c. Is a hostage situation in the school
       o Close the classroom door.
       o Use basic duck and cover techniques: Lie flat, face down, on floor; get under tables/desks if possible. o Stay away from windows. o Prepare a list of all missing students.
       o Add to list the names of anyone who enters the classroom after the signal was given.
       o Turn the red/green alert card to the ‘green’ side if your classroom does not need immediate medical attention.
       o Be prepared to give this attendance information to the office or SERT members (wait until you are contacted).
       o Be prepared to move quickly if directed to do so by the police or school official.
       o If directed to evacuate the classroom, take roll book or attendance record with you.
       o You and your students are taken hostage.
         ▪ Stay calm.
         ▪ Don’t be a hero.
         ▪ Follow instructions of captor.
         ▪ Cooperate, be friendly if possible; don’t argue with or antagonize captor or other hostages. o Inform captor of medical or other needs. o Be prepared to wait; elapsed time is a good sign. o Don’t try to escape; don’t try to resolve situation by force. o Be observant and remember everything you see and hear.
         ▪ When rescue takes place, lie on floor and await instructions from the rescuers.
   • Stay Put
     o Close the classroom door.
     o Make a list of all students NOT in the classroom when the signal was given.
     o Add to the list the names of any students who enter the classroom after the signal was given.
     o Maintain order in the classroom.
     o Do not call the office unless there is a problem in your classroom.
     o Any adult who does not have supervisory responsibilities for students at the time the Lock Down - Response is given, report to a central location to assist in the management of the crisis/emergency.
3. Other Considerations.
   • If students are outdoors, use basic duck and cover techniques; lie flat on ground, if safe move to sheltered area and await further instructions.
   • Do not attempt to enter building unless directed to do so by the police or school administrator.
   • Care for injured; provide for the needs of individuals with disabilities.
   • Limit your exposure to danger.
   • If possible, report status or significant changes to office/Command Post.
   • Be prepared to respond to directions from the police, Incident Commander, or SERT members.
<table>
<thead>
<tr>
<th><strong>EVACUATION</strong></th>
<th><strong>SHELTER-IN-PLACE</strong></th>
<th><strong>EARTHQUAKE (DUCK, COVER, AND HOLD ON)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>o Leave the building immediately in a calm, orderly manner</td>
<td>o Keep staff, students, and community indoors to provide greater level of protection from threats such as: airborne contaminants and wild fires.</td>
<td>o If indoors, stay indoors — If outside, stay outside</td>
</tr>
<tr>
<td>o Stay clear of the building</td>
<td>o Stay in a group and remain with students</td>
<td>o Take cover immediately under desks, tables, or heavy furniture</td>
</tr>
<tr>
<td>o Take attendance and wait to be contacted</td>
<td>o Do not return to the building unless instructed to do so by IC or First Responders</td>
<td>o If cover is not available, find a corner of the room and ‘duck/cover/hold’ in the corner.</td>
</tr>
<tr>
<td>o Limit use or turn off cell phones and electrical devices</td>
<td>o Do not return to the building unless instructed to do so by IC or First Responders</td>
<td>o Stay away from windows, light fixtures, and suspended objects</td>
</tr>
<tr>
<td><strong>SHELTER-IN-PLACE</strong></td>
<td><strong>BIOHAZARD/SUSPICIOUS CHEMICAL SPILL</strong></td>
<td><strong>MEDICAL EMERGENCY</strong></td>
</tr>
<tr>
<td>o Notify the office immediately</td>
<td>o Notify the office immediately</td>
<td>o Call 911, remain on the line until told to hang up</td>
</tr>
<tr>
<td>o Remain where you are and account for all students</td>
<td>o Leave the room or area immediately in a calm, orderly manner</td>
<td>o Notify the office</td>
</tr>
<tr>
<td>o Assess the area for dangers</td>
<td>o Check for adverse medical symptoms, request medical attention</td>
<td>o Assess the scene; check for other injuries</td>
</tr>
<tr>
<td>o Wait to be contacted</td>
<td>o Contain area if possible when leaving by closing doors and window</td>
<td>o Clear the classroom of uninjured students</td>
</tr>
<tr>
<td><strong>MEDICAL EMERGENCY</strong></td>
<td><strong>BOMB THREAT/DEVICE FOUND</strong></td>
<td><strong>EARTHQUAKE (DUCK, COVER, AND HOLD ON)</strong></td>
</tr>
<tr>
<td>o Upon receipt of notification to evacuate the school, conduct a limited search of classroom to determine if any strange or unknown objects are in the room</td>
<td>o Upon receipt of notification to evacuate the school, conduct a limited search of classroom to determine if any strange or unknown objects are in the room</td>
<td>o If indoors, stay indoors — If outside, stay outside</td>
</tr>
<tr>
<td>o Proceed to pre-designated evacuation point with class roll book</td>
<td>o Proceed to pre-designated evacuation point with class roll book</td>
<td>o Take cover immediately under desks, tables, or heavy furniture</td>
</tr>
<tr>
<td>o Maintain control of students and advise SERT of any missing students</td>
<td>o Maintain control of students and advise SERT of any missing students</td>
<td>o If cover is not available, find a corner of the room and ‘duck/cover/hold’ in the corner.</td>
</tr>
<tr>
<td>o Do not re-enter the building until directed to do so by a SERT Member or First Responder</td>
<td>o Do not re-enter the building until directed to do so by a SERT Member or First Responder</td>
<td>o Stay away from windows, light fixtures, and suspended objects</td>
</tr>
<tr>
<td>o Turn off the bell system, cell phones, and all electronic devices</td>
<td>o Turn off the bell system, cell phones, and all electronic devices</td>
<td>o Remain calm and reassure students</td>
</tr>
<tr>
<td>o Do not activate the fire alarm</td>
<td>o Do not activate the fire alarm</td>
<td>o When the earthquake is over evacuate the building</td>
</tr>
</tbody>
</table>

**EMERGENCY - IN THE EVENT OF ANY LIFE THREATENING EMERGENCY - CALL 911. STAY ON THE LINE AND DO NOT HANG UP UNTIL TOLD TO DO SO.**
Suspension and Expulsion Policies

For specific details, refer to HighTech LA approved Charter (LAUSD, 2013) Element 10. This Pupil Suspension and Expulsion Policy have been established in order to promote learning and protect the safety and wellbeing of all students at the Charter School. When the policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as Charter School’s policy and procedures for student suspension and expulsion, and it may be amended to comport with legal requirements in compliance with guidelines applicable to material revisions to the Charter. Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will clearly describe discipline expectations, and it will be printed and distributed as part of the Student & Parent Information Packet which is sent to each student at the beginning of the school year.

Discipline includes but is not limited to advising and counseling pupils, conferring with parents/guardians, detention during and after school hours, the use of alternative educational environments, suspension, and expulsion. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee’s use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property. The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state the Policy for discipline shall be available upon request in the main office of the Charter School. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. Charter School will follow all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

I. DEFINITIONS

a. Suspension: Removal of a student from ongoing instruction for adjustment purposes. A student may be suspended from one class or all classes and still remain in school during the period of suspension if the student is appropriately supervised and instructed.

b. Progressive Discipline: Consequences that are identified as appropriate responses to misconduct and that provide the student with an opportunity to learn the skills necessary to avoid recurrence of misconduct.

Principal or designee: The Principal is responsible for supervising all school operations, including discipline of students. The Principal may designate and specify in writing, any one or more administrators at the schools as a “designee” to assist in any disciplinary procedures in
the event that the Principal is not available to complete items required within Element 10. The name(s) of the designee(s) shall be kept on file in the Principal’s office.
c. Principal or designee: An Principal is an individual at the school responsible for overseeing the discipline process. The Principal may designate and specify in writing any one or more administrators, deans or certificated personnel at the school as the “designee(s)” to assist in disciplinary procedures. The name(s) of the designee(s) shall be kept on file in the Principal’s office.
d. Principal

e. Parent: The term “parent” shall refer to the student’s parent, legal guardian, or other adult holding educational rights.

II. LEGAL AUTHORIZATION FOR SUSPENSIONS AND EXPULSIONS

A Pupil may be suspended or expelled for acts that are enumerated below and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
a. while on school grounds;
b. while going to or coming from school;
c. during the lunch period, whether on or off the school campus; or
d. during, going to, or coming from a school-sponsored activity.

III. ENUMERATED OFFENSES

Students may be suspended or expelled for any of the following acts when it is determined the pupil:
a. Caused, attempted to cause, or threatened to cause physical injury to another person.
b. Willfully used force of violence upon the person of another, except self-defense.
c. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.
d. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
e. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
f. Committed or attempted to commit robbery or extortion.
g. Caused or attempted to cause damage to school property or private property.
h. Stole or attempted to steal school property or private property.
i. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
j. Committed an obscene act or engaged in habitual profanity or vulgarity.
k. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
l. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
m. Knowingly received stolen school property or private property.
n. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.

Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

Engaged in an act of bullying. For purposes of this subdivision, “bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property; (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health; (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance; or (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school. “Electronic act” means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in
conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities. Mandatory Expellable Offenses with No Administrative Discretion

The Principal or designee shall immediately suspend and recommend a student’s expulsion if he or she determines that the student committed any of the following acts at school or at a school activity off school grounds:

a. Possessing, selling, or furnishing a firearm.
b. Brandishing a knife at another person.
c. Unlawfully selling a controlled substance.
d. Committing or attempting to commit a sexual assault or committing a sexual battery.
e. Possession of an explosive.

Expellable Offenses Subject to Limited Administrative Discretion

The Principal or designee shall recommend a student’s expulsion if he or she determines that the student committed one or more of the following acts at school or at a school activity off school grounds unless the Principal or designee also determines that expulsion is inappropriate due to the particular circumstance:

a. Causing serious physical injury to another person, except in self-defense.
b. Possession of a knife or other dangerous object of no reasonable use to the pupil.
c. Unlawful possession of any controlled substance, except for the first offense for possession of not more than one ounce of marijuana.
d. Robbery or extortion.
e. Assault or battery upon any school employee.

NOTE: Serious physical injury is defined as “an injury that requires substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of function of a bodily member, organ, or mental faculty.”

Additional Findings Required for Non-Mandatory Offenses

For any offense that is not a mandatory expellable offense, in addition to the finding that the student committed the offense, to expel the student, the governing board must also make one of the following findings:

a. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
b. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Therefore, the Principal or designee who makes the expulsion recommendation is responsible for providing the Expulsion Panel or Governing Board with additional evidence that will support one or both of the additional findings, in addition to evidence substantiating the allegation that is the immediate cause of the expulsion recommendation. In the event the Principal or designee does not provide sufficient facts or information to support at least one additional finding, the student may not be expelled.

IV. REQUIRED NOTIFICATION OF LAW ENFORCEMENT

The Charter School, prior to the suspension or expulsion recommendation of a student, shall notify the local law enforcement authority if certain specified acts have been allegedly committed by that student. The willful failure to make any report required by this section is an infraction punishable by a fine, to be paid by the Principal or designee who is responsible for the failure to report, of not more than five hundred dollars ($500). Notification of law enforcement is required under the following circumstances:

a. Assault with a deadly weapon. [Penal Code (P.C.) section 245]
b. Possession or sale of narcotics or a controlled substance or sale or delivery of a substance represented as alcohol, a controlled substance, or any intoxicant. [E.C.}
sections 48900 (c) and (d)]
c. Possession of a firearm(s) at a public school. [P.C. section 626.9]
d. Possession of a dirk, dagger, ice pick, knife having a fixed blade longer than 2. inches, folding
   knife with a blade that locks into place, razor with an unguarded blade, taser or stun gun, BB or
   pellet or other type of air gun, or spot marker upon the grounds of any school within a K-12 school
district. [P.C. section 626.10]
If the student is arrested, or released to a peace officer, the Principal or designee shall obtain the
peace officer’s name and contact information and take immediate steps to notify the parent
regarding the place to which the student is reportedly being taken. The efforts to notify the parent
must be documented.
Note: The Principal or designee shall not suspend a student at the time of arrest unless the student
has been afforded the student due process rights to a conference as set forth in this policy, nor shall
the Principal or designee suspend in absentia while the student is incarcerated.
Principal or designee shall wait until the student is released from custody and then proceed with
appropriate disciplinary action. However, the Principal or designee may begin to investigate the
misconduct immediately.
Procedures for Notifying Teachers about Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. HighTech LA has incorporated this notification into the existing “Attendance Reporting screen”. On the daily attendance report, when a student is suspended, will show an “S” in that day’s attendance box. The teacher can access the suspension by looking at the student’s discipline screen. The information provided is for the student’s current teachers only. All information regarding suspension and expulsion is CONFIDENTIAL, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

Pursuant to Welfare & Institution Code 827(b) and Education Code 48267, the Court notifies the Superintendent of HighTech LA regarding students who have engaged in certain criminal conduct. This information is forwarded to the site Principal. The site Principal is responsible for prompt notification of the student’s teachers. Per Education Code 49079, this information must be kept confidential. This information is also forwarded to all administrators and the student’s counselor.
To: ALL CERTIFICATED STAFF  
From: Mathew McClanahan, Principal  
Re: Student Suspension Information

Education Code 49079 and Welfare and Institutions Code 827 require that teachers be notified of the reason(s) a student has been suspended. HighTech LA has incorporated this notification into the existing “Attendance Reporting screen”. On the daily attendance report, when a student is suspended, will show an “S” in the attendance box. The information provided is for the student’s current teachers only. All information regarding suspension and expulsion is CONFIDENTIAL, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it. The following are examples of Ed. Code 48900 and 48915 violations that may appear on your report.

**E.C. 48900**  
(a)(1) Mutual fight  
(a)(2) Assault/Battery  
(b) Possessed, sold or furnished dangerous object  
(c) Controlled substance/alcohol  
(d) Imitation controlled substance  
(e) Robbery/extortion  
(f) Vandalism  
(g) Theft  
(h) Tobacco/nicotine products  
(i) Obscene act, habitual profanity/vulgarity  
(j) Drug paraphernalia  
(k) Disruptive/willfully defiant behavior (grades 4-12)  
(l) Received stolen property  
(m) Imitation firearm  
(n) Sexual assault or battery  
(o) Harassed/threatened witness  
(p) Sale of soma  
(q) Hazing  
(r) Bullying/cyberbullying  
(t) Aiding and abetting

**E.C. 48900.2** Sexual harassment (gr 4-12)  
**E.C. 48900.3** Hate violence(gr 4-12)  
**E.C. 48900.4** Severe or pervasive harassment, threats and intimidation (grades 4-12)  
**E.C. 48900.7** Terrorist threats against school officials or property

**E.C. 48915**  
(a)(1)(A) Serious physical injury  
(a)(1)(B) Possession: knife or dangerous object
(a)(1)(C) Controlled substance
(a)(1)(D) Robbery or extortion
(a)(1)(E) Assault/battery of school employee

E.C. 48915  
(c)(1) Possessing, selling, furnishing firearm
(c)(2) Brandishing a knife at another person
(c)(3) Selling a controlled substance
(c)(4) Committing or attempting to commit sexual assault or battery
(c)(5) Possession of an explosive

If you have any questions or want more information, please see me.
To: _______________, Teacher
From: _______________, Principal
Date: 

Re: Students having committed specified crime

The student named below has been convicted of a penal code violation.

Welfare and Institutions Code 827 requires teachers to be informed when a student has engaged in certain criminal conduct.

NOTE: SUCH INFORMATION IS CONFIDENTIAL AND CANNOT BE FURTHER DISSEMINATED BY THE TEACHER OR OTHERS. UNLAWFUL DISSEMINATION OF THIS INFORMATION IS PUNISHABLE BY A SIGNIFICANT FINE. (EC 49079)

PLEASE DESTROY THIS NOTE IMMEDIATELY AFTER READING.

______________ was found to have committed the following criminal activity:

If you have any questions, please see me.
Principal
Sexual Harassment Policy

From the HTLA Parent/Student Handbook:

HTLA Sexual Harassment Policy
High Tech Los Angeles is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees, students, or persons doing business with HTLA is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

HTLA considers sexual harassment to be a major offense that can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student.

Any student or employee of the HTLA who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator or Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. HTLA prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory or vulgar comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; and/or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; and/or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; and/or interference with work or study directed at an individual because of the individual’s sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

The sexual harassment complaint manager for HTLA is: Mathew McClenahan, Principal
School-wide Dress Code prohibiting gang-related apparel

From HTLA Parent/Student Handbook:

Dress Code
HTLA has adopted a school uniform to foster a professional, safe, and respectful environment and all regulations relating thereto should be read in that context. The school uniform requirement is in effect from the time a student enters the HTLA campus in the morning until she/he leaves in the afternoon, regardless of the time. Students may change into “X-Block clothes” for the X-Block period but are required to change back into their school uniform after X-Block. The uniform applies to field trips, site visits, academic internships, and other school related activities.

HTLA Uniform:
• Long khaki color or black pants/slacks (any brand)
• Khaki color or black skirt or shorts that are mid-thigh or longer length
• Closed toe shoes (i.e., no flip flops or open-toed sandals)
• Long or short sleeve solid navy blue, light blue, white, or black collared polo shirts. The polo shirt may have a small logo (e.g. alligator) but no other writing.
• Students may wear a solid color white, navy blue, light blue, brown, or black knit sweater or jacket without a hood.
• Students may wear HTLA hoodies. No other hoodies will be allowed.
• Hats and/or bandanas are not allowed to be worn inside the school.

The Charter School offers for purchase HTLA polo shirts and hooded sweatshirts for students who wish to purchase them. HTLA polo shirts and/or hoodies are not required and are completely optional for purchase.

If families are unable to afford new HTLA uniforms, HTLA offers a Community Closet that has gently worn uniforms that have been donated by HTLA families and are available to students free of charge. If you would like to receive uniforms from the Community Closet, please see the Main Office.

At the discretion of the administration, “Casual Dress” (during which the HTLA uniform will be relaxed) may be given. There is no presumption of “Casual Friday” or relaxation of the dress code on any other day unless the students are notified by the administration by email and/or website. Casual Friday is generally, but not solely dependent on whether or not the school campus is clean all week and students have been in compliance with the school uniform all week. Students will be notified of “Casual Friday” via the HTLA website and/or via email.

The following items are prohibited during Casual Friday (or at any other time on campus):
• Text on clothing that promotes violence, alcohol, tobacco, or drugs or has explicit sexual references or profanity
• Exposed mid-sections
• Hats, hoods, or bandannas inside the building, except for religious headwear.
• Open-toed shoes (including flip flops or sandals)
• Any clothing that in the determination of the teachers or administration cause a distraction to the education of others.
Consequences for the HTLA uniform violations:

- Students will be sent to the office to obtain clothing (from the office or home) in compliance with dress code.
- Students who continue to repeatedly violate dress code may be subject to further consequences which may include a parent meeting with the counselor or principal, detention and/or suspension.

At no time should a student’s appearance be a “distraction to the education of others,” including but not limited to clothing that is too short or tight.
Procedures for Safe Ingress and Egress from School

Evacuation Plan
Procedures to Ensure a Safe and Orderly Environment

Component One: People and Programs
Create and maintain a caring and connected school climate

• Goal(s): Develop a “Culture of Caring” on campus
• Objective: To reduce reports of bullying and cyberbullying on campus.
• Related Activities: Making Caring Common (Harvard University) student, parent and staff surveys. Analysis of data. Development of methods to improve the Culture of Caring (based on data related to how students view their emotional safety on campus vis a vis bullying, cyberbullying, support of faculty and staff)
• Person(s) responsible for implementation: Principal, teachers, school counselor
• Timeline for implementation: ongoing
• Evaluation guidelines: Student, parent, teacher surveys; decline in reports of students feeling emotionally unsafe, reduction in student discipline contacts for bullying.

• Goal(s): Encourage appropriate use of the internet.
• Objective: Students will use the internet appropriately and responsibility.
• Related Activities: Student Handbook, 9th grade Bootcamp, Acceptable Use Policy, lessons in Advisory period.
• Resources needed: Teachers for the lesson implementation in Advisory, IT Director, Parent/Student Handbook.
• Person(s) responsible for implementation: Principal, teachers, IT Director
• Timeline for implementation: ongoing
• Budget: General Funds already allotted to personnel.
• Evaluation guidelines: Reduction in inappropriate use of internet and computer resources as measured by data on student discipline.

• Goal(s): High Tech LA will insure that students and staff are prepared in the event of an earthquake, fire, active shooter, bomb threat, and other emergencies on campus.
• Objective: All staff with be trained on emergency procedures relating to earthquake, fire, active shooter, bomb threats, and other emergencies on campus.
• Related Activities: Staff inservice, Administrative trainings (LAPD, emergency drills and evacuations.)
• Resources needed: Administrative training, staff training, student training/practice.
• Person(s) responsible for implementation: Principal, all staff.
• Timeline for implementation: ongoing
• Budget: General funds
• Evaluation guidelines: Students and staff will respond to emergencies appropriately.
Rules and Procedures on School Discipline

For specific details, refer to HighTech LA approved Charter (LAUSD, 2013) Element 10. This Pupil Suspension and Expulsion Policy have been established in order to promote learning and protect the safety and wellbeing of all students at the Charter School. When the policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as Charter School’s policy and procedures for student suspension and expulsion, and it may be amended to comport with legal requirements in compliance with guidelines applicable to material revisions to the Charter.

Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will clearly describe discipline expectations, and it will be printed and distributed as part of the Student & Parent Information Packet which is sent to each student at the beginning of the school year.

Discipline includes but is not limited to advising and counseling pupils, conferring with parents/guardians, detention during and after school hours, the use of alternative educational environments, suspension, and expulsion. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee’s use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state the Policy for discipline shall be available upon request in the main office of the Charter School.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 (“IDEIA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. Charter School will follow all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in accordance due process to such students.

I. DEFINITIONS

a. Suspension: Removal of a student from ongoing instruction for adjustment purposes. A student may be suspended from one class or all classes and still remain in school during the period of suspension if the student is appropriately supervised and instructed.

b. Progressive Discipline: Consequences that are identified as appropriate responses to misconduct and that provide the student with an opportunity to learn the skills necessary to avoid recurrence of misconduct.

Principal or designee: The Principal is responsible for supervising all school operations, including discipline of students. The Principal may designate and specify in writing, any one or more administrators at the schools as a “designee” to assist in any disciplinary procedures in the event that the Principal is not available to complete items required within Element 10. The name(s) of the designee(s) shall be kept on file in the Principal’s office.
c. Principal or designee: An Principal is an individual at the school responsible for overseeing the discipline process. The Principal may designate and specify in writing any one or more administrators, deans or certificated personnel at the school as the “designee(s)” to assist in disciplinary procedures. The name(s) of the designee(s) shall be kept on file in the Principal’s office. d. Principal

e. Parent: The term “parent” shall refer to the student’s parent, legal guardian, or other adult holding educational rights.

II. LEGAL AUTHORIZATION FOR SUSPENSIONS AND EXPULSIONS

A Pupil may be suspended or expelled for acts that are enumerated below and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: a. while on school grounds; b. while going to or coming from school; c. during the lunch period, whether on or off the school campus; or d. during, going to, or coming from a school-sponsored activity.

III. ENUMERATED OFFENSES

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

a. Caused, attempted to cause, or threatened to cause physical injury to another person.

b. Willfully used force of violence upon the person of another, except self-defense.

c. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.

d. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.

e. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

f. Committed or attempted to commit robbery or extortion.

g. Caused or attempted to cause damage to school property or private property.

h. Stole or attempted to steal school property or private property.

i. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

j. Committed an obscene act or engaged in habitual profanity or vulgarity.

k. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.

l. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

m. Knowingly received stolen school property or private property.

n. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

o. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
p. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

q. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

r. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

s. Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

t. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

u. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

v. Engaged in an act of bullying. For purposes of this subdivision, “bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property; (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health; (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance; or (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school. “Electronic act” means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities. Mandatory Expellable Offenses with No Administrative Discretion
The Principal or designee shall immediately suspend and recommend a student’s expulsion if he or she determines that the student committed any of the following acts at school or at a school activity off school grounds:

a. Possessing, selling, or furnishing a firearm.
b. Brandishing a knife at another person.
c. Unlawfully selling a controlled substance.
d. Committing or attempting to commit a sexual assault or committing a sexual battery.
e. Possession of an explosive.

Expellable Offenses Subject to Limited Administrative Discretion
The Principal or designee shall recommend a student’s expulsion if he or she determines that the student committed one or more of the following acts at school or at a school activity off school grounds unless the Principal or designee also determines that expulsion is inappropriate due to the particular circumstance:

a. Causing serious physical injury to another person, except in self-defense.
b. Possession of a knife or other dangerous object of no reasonable use to the pupil.
c. Unlawful possession of any controlled substance, except for the first offense for possession of not more than one ounce of marijuana. 
d. Robbery or extortion.
e. Assault or battery upon any school employee.

NOTE: Serious physical injury is defined as “an injury that requires substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of function of a bodily member, organ, or mental faculty.” Additional Findings Required for Non-Mandatory Offenses
For any offense that is not a mandatory expellable offense, in addition to the finding that the student committed the offense, to expel the student, the governing board must also make one of the following findings:

a. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
b. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Therefore, the Principal or designee who makes the expulsion recommendation is responsible for providing the Expulsion Panel or Governing Board with additional evidence that will support one or both of the additional findings, in addition to evidence substantiating the allegation that is the immediate cause of the expulsion recommendation. In the event the Principal or designee does not provide sufficient facts or information to support at least one additional finding, the student may not be expelled.

IV. REQUIRED NOTIFICATION OF LAW ENFORCEMENT
The Charter School, prior to the suspension or expulsion recommendation of a student, shall notify the local law enforcement authority if certain specified acts have been allegedly committed by that student. The willful failure to make any report required by this section is an infraction punishable by a fine, to be paid by the Principal or designee who is responsible for the failure to report, of not more than five hundred dollars ($500). Notification of law enforcement is required under the following circumstances:

a. Assault with a deadly weapon. [Penal Code (P.C.) section 245]
b. Possession or sale of narcotics or a controlled substance or sale or delivery of a substance represented as alcohol, a controlled substance, or any intoxicant. [E.C. sections 48900 (c) and (d)]
c. Possession of a firearm(s) at a public school. [P.C. section 626.9]

d. Possession of a dirk, dagger, ice pick, knife having a fixed blade longer than 2. inches, folding knife with a blade that locks into place, razor with an unguarded blade, taser or stun gun, BB or pellet or other type of air gun, or spot marker upon the grounds of any school within a K-12 school district. [P.C. section 626.10]

If the student is arrested, or released to a peace officer, the Principal or designee shall obtain the peace officer’s name and contact information and take immediate steps to notify the parent regarding the place to which the student is reportedly being taken. The efforts to notify the parent must be documented.

Note: The Principal or designee shall not suspend a student at the time of arrest unless the student has been afforded the student due process rights to a conference as set forth in this policy, nor shall the Principal or designee suspend in absentia while the student is incarcerated.

Principal or designee shall wait until the student is released from custody and then proceed with appropriate disciplinary action. However, the Principal or designee may begin to investigate the misconduct immediately.
Hate Crime Policies and Procedures

HighTech LA is committed to providing a safe learning and working environment that is free from discrimination and harassment. Hate-motivated incidents and crimes jeopardize both the safety and well-being of all students and staff.

HTLA will not tolerate hate-motivated incidents/crimes based on race, color, national origin, religion, disability, sex, sexual orientation, gender identity, or retaliation in any form for reporting such incidents/crimes.

A “hate-motivated incident” means an act or attempted act which constitutes an expression of hostility against a person, property, or institution because of the target’s real or perceived race, color, national origin, religion, disability, sex, sexual orientation, or gender-identity. This may include using bigoted insults, taunts, or slurs, distributing or posting hate group literature or posters, defacing, removing, or destroying posted materials or announcements, posting or circulating demeaning jokes or leaflets, or sending insulting or threatening messages by phone, e-mail, Web sites, or any other electronic or written communication.

A “hate-motivated crime” means a “hate-motivated incident” that has been investigated by law enforcement and determined to be criminal in nature and a violation of the law. This includes any criminal action that manifests evidence of hostility toward the target because of his or her actual or perceived race, color, national origin, religion, disability, sex, sexual orientation or gender identity. Such action includes, but is not limited to, threatening telephone calls, hate mail, physical assault, vandalism, cross burning, destruction of religious symbols, or fire bombings. This also includes threats or hate mail sent by electronic communication.

HTLA’s immediate Response to Hate-Motivated Incidents/Crimes is to

• Intervene immediately to witnessed events, respond quickly to reported incidents, and take action to stop the hate-motivated behavior.

• Ensure the safety of the target by offering any assistance that may be appropriate and by advising the target to contact the complaint manager who can stop the behavior and help if the situation continues, escalates, or arises again.

• Assure all parties involved in hate-motivated behavior that HTLA takes hate-motivated behavior seriously, has a strong policy against hate-motivated behavior, and will not tolerate such behavior.

• Investigate to gain an understanding of the situation. Obtain specific information relevant to the situation, where and when the incident occurred, and whether this was an isolated incident, related to previous incidents, or suggestive of a broader pattern requiring further administrative action. Obtain names and statements from the target and from witnesses, as appropriate.

Additionally, provide all parties involved with assurances regarding HTLA’s policies on confidentiality and non-retaliation in the complaint investigation process.

• Under the Penal Code, notification to local law enforcement should be made under the following circumstances:
  • Assault with a deadly weapon
  • Possession or sale of narcotics or a controlled substance
  • Possession of a firearm at a public school
  • Possession of a dirk, dagger, ice pick, knife having a fixed blade longer than 2 1/2 inches, folding knife with a blade that locks into place, razor with an unguarded blade, taser or stun gun, BB or pellet or other type of air gun, or spot marker upon the grounds of any school within a K-12 school district.
• Reasonable efforts will be made to document and/or preserve evidence relating to the incident. Consult with Police on the reporting of hate-motivated incidents/crimes, as well as procedures for securing the location or the gathering of evidence.
Bullying Prevention Policies and Procedures

Antibullying Policy
(In school at school – related events, traveling to and from school.)

Policy
HTLA is committed to providing a safe working and learning environment; and will not tolerate bullying or any behavior that infringes on the safety or well-being of students, employees, or any other persons within the HTLA jurisdiction; and will not tolerate retaliation in any form when bullying has been reported. HTLA continues to require all school and personnel to promote among students and staff mutual respect, tolerance, and acceptance. All students have the inalienable right to; Attend a public school which is safe, secure and peaceful. [Article 1, Section 28 (c) of the California State Constitution]

Bullying is defined as aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Bullying behaviors may include, but are not necessarily limited to, the following:

- Verbal: Hurtful name-calling, teasing, gossiping, noises, or spreading hurtful rumors.
- Nonverbal: Posturing, making gang signs, leering, staring, stalking.
- Cyber bullying: Posting name calling, gossip, remarks about one’s sexual behavior or orientation.

Consequences for Bullying include suspension, possible removal from HTLA, and possible reporting to law enforcement.